

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR-0161

ISSUE DATE: August 7, 2015

CLOSING DATE: August 21, 2015

LOCATION: Office of Human Resources, 101 South Broad Street, Trenton, NJ

POSITION(S): Personnel Assistant 2

SALARY RANGE: Y25: \$56,123.01 - \$79773.39

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under direction of a Manager 1, Human Resources will have responsibility for general oversight and coordination of one or more personnel program areas to include, but not be limited to: workers' compensation, employee orientation, training, recruitment, employee performance evaluations and working test periods.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Three (3) years of professional experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in Business Administration, Personnel Administration, Public Administration, Management, or other related field may be substituted for one (1) year of the indicated experience.

LICENSE

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.



A promotable eligible exist within the unit scope.



A promotional or open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0161
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer